

Presentation best practices

Be thoughtful of your web audience.

- They will be experiencing your presentation via the web live or on-demand.

Wear the appropriate clothing and accessories.

- Wear solid colors, pastel, medium shades or off-white for shirts and blouses.
- Don't wear tight pin stripes, busy patterns or very dark suits.
- Don't wear shiny, loud or distracting jewelry or scarves.

Position yourself so that you'll be captured by the camera.

- Remaining stationary behind the podium/table is encouraged.
- Walking around is fine as long as you are walking on stage where the camera can capture you.
- Avoid excessive movement like swaying. One technique is to point one foot forward and put your weight on that foot, leaning toward the microphone.
- Don't second-guess the camera. Act as if you are always on screen.

Speak clearly into the microphone.

- Make sure your language is decipherable.
- Before the presentation, technicians will ask you to speak into the microphone so they can set audio levels. On this audio check, make sure you are speaking at your usual voice level.

Lapel microphone tips.

- Place it on your lapel, outside of clothing and away from jewelry.

- Try to keep it directly under your mouth and not too far to the left or to the right.
- Do not fumble with your microphone when it is on.
- Make sure your phone or PDA is completely turned off as it will interfere with the sound system.
- Make sure to turn your microphone on before the start of the presentation and off at the end.

Repeat questions asked by audience during Q&A.

- The web audience then knows exactly which question you are answering. (This is for presentations where the audience does not have a microphone, therefore the questions they ask aren't being captured within the webcast.)
- Take your time and start again if your answer gets jumbled or confused. Don't hesitate to simply say, "I'd like to try that again."

Keep in mind the source on the screen is the source being captured by the webcasting technology.

- Please inform the conference organizer what you plan to present.
 - PowerPoint, software demo, media, other devices (document camera, etc).
 - You do not need to provide your PowerPoint slides or other media in advance. The webcasting platform will automatically capture any digital presentation material while you present.
- If using a laptop, for best results set your screen resolution to 1024 x 768.